



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	LICENSED VOCATIONAL NURSE – Part-time (Multiple Positions)
Posting Number	PN# 109101
Department	Health & Human Services Department
Division	Communicable Disease
Section	Immunization Program
Reporting Location	8000 N. Stadium Dr. 5 <sup>th</sup> floor *
Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
*Subject to change	

**DESCRIPTION OF DUTIES**  
Performs basic nursing responsibilities and assists with related health clinic, hospital, home or mobile unit duties under the supervision of a Registered Nurse.

- CORE FUNCTIONS**
- Interviews clients, obtains pertinent health history and documents history. Obtains accurate measurements, assists with examinations.
  - Administers and issues medications.
  - Performs inventory on vaccines and other medications monthly or as needed; maintains adequate supply of biologicals, supplies and maintains accurate tally of vaccines administered.
  - Performs record reviews and other quality improvement activities.
  - Performs follow-up on clients and documents action taken.

**WORKING CONDITIONS**  
The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking.

**MINIMUM EDUCATIONAL REQUIREMENTS**  
Requires a high school diploma or GED certificate and graduation from a school of vocational or practical nursing.

**MINIMUM EXPERIENCE REQUIREMENTS**  
One (1) year of nursing experience is required.

**MINIMUM LICENSE REQUIREMENTS**  
Must have a current vocational nursing license from the State of Texas.

- PREFERENCES**
- Bilingual (English/Spanish) skills preferred.
  - Candidate must be willing to work flexible hours, including days/evenings and weekends occasionally.

**SELECTION/SKILLS TESTS REQUIRED** None

**SAFETY IMPACT POSITION** ☒ Yes ☐ No  
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

**SALARY INFORMATION** **GENERAL FUNDED POSITION**  
Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:  
Salary Range - Pay Grade 12  
\$800- \$1,415 Biweekly \$19,916 - \$33,358 Annually

**OPENING DATE** February 22, 2006

**CLOSING DATE** Open Until Filled

**APPLICATION PROCEDURES**  
Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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